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| **Health Careers: Health Information Management**  **2022-2023 Assessment Report** |
| **Assessment Reporting Form:** This report is to show that academic assessment is occurring and that the results are being used to make changes to improve student learning. The assessment being reported could be for Program Learning Outcomes (PLOs), Measurable Student Level Outcome (MSLOs), and/or Course Common Student Learning Outcomes (CSLOs). Each program should be assessing and gathering data for at least **two** PLOs OR **two** MSLOs that contain CSLOs each year.  On the Baseline Assessment Reporting Form, please record the baseline for the percentage of students who are proficient in the student learning outcome(s) assessed and identify improvements that will be made to increase that percentage. Later, you’ll complete a follow-up assessment (recorded on a Follow-Up Assessment Reporting Form) to ascertain whether the adopted improvements resulted in an increased percentage of students proficient in the assessed learning outcome(s). |
| **Course or Program Assessment Details Due Oct. 13, 2022** |
| **1. Program name or course name and number**:  HIM296 Health Information Management Practicum |
| **2. Division in which the program or course is located**:  Health Careers/Allied Health: Health Information Management AAS Degree Program |
| **3. Date form completed**:  October 6, 2022 |
| **4. Name of person completing report**:  Sandra Brightwell, EdD, RHIA, FAHIMA |
| **5. Semester and year in which the assessment was conducted**:  Summer 2022; RHIT Mock Exam |
| **6. Number of student participants**:  10 |
| **7. Number of faculty/staff participants**:  1 |
| **8. What PLOs and/or MSLOs and CSLOs did you assess for this baseline assessment? (For clarity, please label each measure listed as a PLO, MSLO, or CSLO.)**  Domain I. (Synthesis Level) Data Structure, Content, and Information Governance (CSLO 2,4) I.2. Apply policies, regulations, and standards to the management of information. I.3. Identify policies and strategies to achieve data integrity. I.4. Determine compliance of health record content within the health organization.  Domain II. (Application Level) Information Protection: Access, Use, Disclosure, Privacy, and Security (CSLO 1,2, 4) II.1. Apply privacy strategies to health information. II.2. Apply security strategies to health information. II.3. Identify compliance requirements throughout the health information life cycle.  Domain III. (Analysis Level) Informatics, Analytics, and Data Use (CSLO 2,4) III.1. Apply health informatics concepts to the management of health information. III.2. Utilize technologies for health information management. III.3. Calculate statistics for health care operations. III.4. Report health care data through graphical representations.  Domain IV. (Synthesis Level) Revenue Cycle Management (CSLO 2,4) IV.2. Describe components of revenue cycle management and clinical documentation improvement.  Domain V. (Synthesis Level) Health Law and Compliance (CSLO 2,3,4) V.2. Demonstrate compliance with external forces. V.3. Identify the components of risk management related to health information management. V.4. Identify the impact of policy on health care.  Domain VI. (Synthesis Level) Organizational Management and Leadership (CSLO 1,2,3,4) VI.1. Demonstrate fundamental leadership skills. VI.2. Identify the impact of organizational change. VI.3. Identify human resource strategies for organizational best practices. VI.4. Utilize data-driven performance improvement techniques for decision making. VI.5. Utilize financial management processes. VI.6. Examine behaviors that embrace cultural diversity. VI.7. Assess ethical standards of practice. VI.8. Describe consumer engagement activities. VI.9. Identify processes of workforce training for health care organizations. |
| **9. Describe the assessment method used and the criteria for successful achievement of student learning outcomes. (e.g., rubrics, licensing exam, internship, portfolio, exam, quiz, research paper, performance exam, EAC, etc.)**  Mock Credentialing Exam  Goal:  Students score 70% or higher  Result:  80% of students scored 70% or higher |
| **Course or Program Assessment Results & Evaluation Due December 10, 2022** |
| **10. What percentage of the participating students were proficient in the PLOs, MSLOs or CSLOs?  What percentage of correct answers was determined as proficient? (For example, a student must answer 70% of the questions correctly to be considered proficient.)**  See answer to #9 |
| **11. What changes/improvements were made or will be made in response to the outcomes of the assessment process?**  Nothing changing based on results; however, will be using updated RHIT Mock Exam questions provided by AHIMA  <https://www.ahima.org/certification-careers/certification-exams/rhit/> |
| ***Feel free to attach your PLOs OR MSLOs and CSLOs and indicate which were assessed*** |

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| **Feedback Rubric** | | | | | |
| **Category** | **1 - Developing** | **2 – Satisfactory** | **3 - Exemplary** | **Score** | **Feedback** |
| **Outcomes Identified** | Outcomes to be assessed were not clear | Outcomes to be assessed were identified but were not aligned to CSLOs | PLOs or MSLOs to be assessed were identified and aligned with CSLOs |  |  |
| **Scope of Assessment** | The assessment was given by only one faculty member and/or to one class | The assessment was given by a few faculty members to several classes, but it was not district-wide | The assessment was given district-wide by all faculty teaching the course. |  |  |
| **Quality of Assessment** | The assessment did not have articulated criteria for assessment of knowledge, skills, and attitudes (e.g., rubrics, exemplary work). | The assessment somewhat articulated criteria for assessment of knowledge, skills, and attitudes (e.g., rubrics, exemplary work). | The assessment clearly articulated criteria for assessment of knowledge, skills, and attitudes (e.g., rubrics, exemplary work). |  |  |
| **Interpreting Results** | Data of assessment results was not provided. | Data of assessment results was provided and there was evidence that the results were somewhat analyzed | Data of assessment results was provided and there was evidence that the results were analyzed in depth |  | **Was there an analyzation of why 20% of students didn’t score in the proficient range? (We were curious as to if it was due to poor attendance, poor test taking skills, lack of knowledge?)** |
| **Reflection and Future Action** | Reflection of the results of the assessment was not apparent and no changes and/or improvements based on them were identified. | Reflection of the results of the assessment was somewhat clear and one change and/or improvements based on them was identified. | The reflection of the results of the assessment was clear and several changes and/or improvements based on them were identified. |  | **Will a goal of increasing the 80% of students scoring as proficient be set?** |
| **Additional Comments:**  **Good job. Just a few notes:**   * 80% of students scoring in the proficient range is very good. * Are students who do not score in the proficient range encouraged to get tutoring or extra assistance? Are they able to take an additional mock exam * Is there a way to get data for each question on the mock exam to determine if there is one particular question that a high percentage of students missed? | | | | | |



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| **Course or Program Assessment Details Due May 18, 2023** |
| **1. Program name or course name and number**:  Health Information Management AAS Degree; HIM296 Health Information Management Practicum |
| **2. Division in which the program or course is located**:  Nursing, Allied Health & Skilled Trades |
| **2. Date form completed**:  August 28, 2023 |
| **3. Name of person completing report**:  Dr. Sandra Brightwell, RHIA, FAHIMA |
| **4. Semester and year in which the assessment was conducted**:  Summer 2023 |
| **5. Number of student participants**:  14 |
| **6. Number of faculty/staff participants**:  1 |
| **7. What PLOs and/or MSLOs and CSLOs did you assess for this baseline assessment? (For clarity, please label each measure listed as a PLO, MSLO, or CSLO.)**  **AHIMA Competencies:**  Domain I. (Synthesis Level) Data Structure, Content, and Information Governance (CSLO 2,4)  I.2. Apply policies, regulations, and standards to the management of information.  I.3. Identify policies and strategies to achieve data integrity.I.4. Determine compliance of health record content within the health organization.  Domain II. (Application Level) Information Protection: Access, Use, Disclosure, Privacy, and Security (CSLO 1,2, 4)  II.1. Apply privacy strategies to health information.  II.2. Apply security strategies to health information.II.3. Identify compliance requirements throughout the health information life cycle.  Domain III. (Analysis Level) Informatics, Analytics, and Data Use (CSLO 2,4)  III.1. Apply health informatics concepts to the management of health information.  III.2. Utilize technologies for health information management.  III.3. Calculate statistics for health care operations.  III.4. Report health care data through graphical representations.  Domain IV. (Synthesis Level) Revenue Cycle Management (CSLO 2,4)  IV.2. Describe components of revenue cycle management and clinical documentation improvement.  Domain V. (Synthesis Level) Health Law and Compliance (CSLO 2,3,4)  V.2. Demonstrate compliance with external forces.  V.3. Identify the components of risk management related to health information management.  V.4. Identify the impact of policy on health care.  Domain VI. (Synthesis Level) Organizational Management and Leadership (CSLO 1,2,3,4)  VI.1. Demonstrate fundamental leadership skills.  VI.2. Identify the impact of organizational change.  VI.3. Identify human resource strategies for organizational best practices.  VI.4. Utilize data-driven performance improvement techniques for decision making.  VI.5. Utilize financial management processes.  VI.6. Examine behaviors that embrace cultural diversity.  VI.7. Assess ethical standards of practice.  VI.8. Describe consumer engagement activities.  VI.9. Identify processes of workforce training for health care organizations. |
| **8. Describe the assessment method used and the criteria for successful achievement of student learning outcomes. (e.g., rubrics, licensing exam, internship, portfolio, exam, quiz, research paper, performance exam, EAC, etc.)**  Mock RHIT Credentialing Exam; Multiple Choice  Goal:  Students score 70% or higher (or 126+ out of 180)  Summer 2023 Results: |
| **9. What percentage of the participating students were proficient in the PLOs, MSLOs or CSLOs?  What percentage of correct answers was determined as proficient? (For example, a student has to answer 70% of the questions correctly to be considered proficient.)**  93% of students achieved 70% or higher on the RHIT Mock Exam during HIM296 in Summer 2023 |
| **10. What changes/improvements were made or will be made in response to the outcomes of the assessment process?**  For Summer 2023, updated the RHIT Mock Exam from the latest edition of the RHIT Exam Prep manual. |
| **Additional Comments or feedback on the Assessment Process (Optional):**  N/A |